

PART - I

1. Core Values

The TempleCity Institute of Technology & Engineering (TITE) a flagship Institution of the Knowledge Trust re-affirms its commitments to –

- High academic standards and intellectual rigor in imparting education,
- Intellectual freedom and social responsibility,
- Recognition of the importance of ideas and pursuit of critical and open enquiry,
- Tolerance, honesty and respect, the hall marks of relationship throughout the community, and
- High standards of ethical behavior.

These are the principles adopted as the core values of TITE. Students are expected to understand and assimilate these values in order to foster the composite culture of the Institution.

2. Vision

Knowledge Trust envisions to pioneer a new movement for ushering in world class higher education in India; to be among the top institutes in the country by 2015; to be a catalyst for social development in Odisha and its neighboring states.

3. Mission

Knowledge Trust in its endeavour to establish itself as a viable and prosperous knowledge enterprise looks forward to acquire, develop, transmit and use knowledge as a tool for human empowerment by building institutions of quality.

4. Code of Conduct for Students

4.1 Personal Conduct:

- Treat all employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity.
- Maintain a cooperative and collaborative approach to inter-personal relationships.

- Act honestly and ethically in their dealings with Institute's employees, honorary appointees, consultants, contractors volunteers and any other members of the public and other students.
- Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of others to carry out their study, research or work at the Institute including library, laboratory and lecture theaters.
- Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of all concerned to access or use the resources of the Institute.
- Ensure that they do not become involved in or be instrumental in encouragement or discrimination against or harassment or bullying of employees, appointees, consultants, contractors, volunteers or any other members of the public or other students.

4.2 The role of the students in regard to punctuality, behavior in the class room, conduct during examinations, role in maintaining facilities are detailed in the succeeding sub-paragraphs.

a) **Punctuality:**

- Attendance in all classes including practical classes, lectures organized by the Institute or the department and National Day function organized by the Institute is compulsory for all the students throughout the period of study.
- The students are expected to be present on the appointed days at the appointed time in class/laboratory/lecture theatres well in time so that teaching time is not lost.
- Lack of punctuality in a student in attending the class and academic programmes would be viewed as an act of misconduct.
- Attendance should be recorded before the commencement of the class.
- While absenteeism and latecoming would not be tolerated the students would be entitled to take prior permission of the faculty incharge of the class for early departure in genuine cases. The responsibility for judging genuineness would rest on the Faculty incharge of the class at that point of time.
- Leaving and/or re-entering the class/laboratory in the midst of teaching is not permissible.

b) **Behaviour in the Class room:**

- The class room is a sacred inviolable space. Therefore no student is expected to abuse or misuse the facilities including

the teaching aids and equipments in the class room/lecture theater/laboratory.

- Students must refrain from using the class room/lecture theater/laboratory as a place for idling, gossiping during or after the periods. Unruly behavior, insubordination, carrying or consuming food materials, un-authorized use of Laptop and distracting side conversations are prohibited.

c) **Examination:**

Examinations are held not only to test the academic performance of the student, these are also fair grounds for testing the integrity honesty and sincerity of the students while passing through the examination process. The Institute has declared the examination halls and the places where examinations are held as zero-tolerance zones. Any one found involved or aiding or abetting unethical and unfair practices in the examination hall or outside, would be dealt with severely in accordance with the due procedures established by the Institute/Principal.

d) **Maintenance of Facilities:**

- Multiple facilities with huge investments have been created in the Institute keeping in view the aspirations of the students and the academic community. These include computers, display screens, LCDs, overhead projectors, electrical fittings, furnitures and other coordinates. Students are expected to treat the assets of the Institute as valuable national wealth and refrain from destroying, defiling or misusing these assets. Maintenance of all facilities in serviceable condition is the bounden duty of the students as any mal-functioning of equipments or facilities would not only interrupt studies, but would also diminish the capacity of the Institution. If any one is found responsible for damage to the instruments or facilities then the cost of the damage or loss or theft would be recovered from the students found responsible.
- Students are expected to use available facilities, discard trash and not clutter up the class room or any part of the campus with litter.
- It is expected that the students would sou motu take upon themselves the responsibility of noticing damages to the assets and reporting to the concerned authorities for appropriate remedial measures.

e) **Environment:**

The Institute is located in the back drop of the panoramic Barunei Hills and great care has been taken not to disturb the eco-system. Students are expected to get the feel of the ambiance and strive to maintain the eco-system and environment.

f) **Discipline:**

While the Institute encourages constructive participation of students in the development of the image, efficiency and accountability of its brand, it strongly discourages coercive activities, political pressure tactic; manipulative interference, undermining of authority and violence. All forms of intimidation, mass mobilization, bandh and gherao would be treated as gross indiscipline and would be dealt with by separate procedures, including legal ones, if warranted.

g) **Prohibition:**

Use of alcohol, tobacco or narcotics of any nature and description including drugs and addictive chemicals is strictly prohibited.

5.0 **Students' Charter**

By introducing a Students' Charter the Management of the Institution is seeking to lay down a set of directive principles for duties and responsibilities that bind the students to their alma mater. While much of the Charter remains in the realm of trust between the students, faculties and the management, a few of the visible parameters are hereby laid down for guidance.

5.1 **Grievance redressal mechanism:**

No student should ever feel neglected by the system. He/she is very much a part of the system. So if he/she has any grievance, then he/she must have a channel available to him/her to ventilate his/her grievance. A three-tier system of grievance redressal is outlined below:

- A.** Any matter of grievance arising within the class room relating to the inter-personal relationship of students during a class in

progress would be promptly reported to the member of Faculty taking class. It would be the responsibility of that member of faculty to carry forward the grievance to its logical conclusion. If it is a matter between a student and the member of the faculty in the class room while the class is in progress, then it would be the duty of the member of the faculty to report the matter to the Director/Principal who would hear the grievance in the presence of the student/students. It would, thereafter, be the duty of the Director/Principal to carry the grievance to its logical conclusion.

- B.** If there is any grievance which arises outside the class room between the students or between the students and an employee or a student and an outsider, then the matter would be promptly reported by the aggrieved person to the Registrar who would conciliate the matter and on resolution of the matter report it to the Director/Principal. The Registrar, looking at the sensitivity and enormity of the situation may decide it or make a report to the Director/Principal after preliminary enquiry. In that case the matter would be finally resolved by the Director/Principal
- C.** If there is a grievance arising in the Hostel, then the matter should be promptly reported to the Warden or Superintendent of the Hostel who would be responsible for resolving the matter after taking the advice or directions of the Director/Principal.

5.2 Complaint Box:

A Complaint Box would be installed in front of the Registrar's office, the keys of which would be in the registrar's custody. The Complaint Box would be opened daily at 5.00 PM and complaints received would be entered into a register and followed up. The complainant having made a complaint is duty bound to cooperate in the proceeding. All anonymous and pseudonymous complaints would be ignored.

5.3 Special protection for women:

A Counselor would be appointed by the Director/Principal from amongst the lady members of the faculty who would be responsible for receiving all complaints relating to sexual discrimination and harassment. She would be responsible for settlement of the grievances at her level or through directions from the appropriate authorities. If the number of complaints are large, a panel of elder and younger lady members of the faculty

may be constituted. The counselor or the panel may recommend legal action in case where the inhouse mechanism fails.

5.4 Special provision for Minorities:

No abuse of caste or religion practiced by the minorities would be tolerated. The Director/Principal would appoint a Minority Cell by selecting suitable members from the faculty representing minority interests to receive complaints and settle them at that level after obtaining orders from the appropriate authorities. Legal action can be recommended in suitable cases.

5.5 Time Limit for redressal of grievance:

All grievances received in writing by identifiable members of the student community would be responded to or settled at the earliest with the cooperation of the complainant. The Administration would strive to settle each grievance within a period of 15 days from the date of receipt of the petitions with the cooperation of the aggrieved person.

5.6 Assurances:

The Management assures that:

- it would strive to the best of its ability to provide quality education to the students,
- it would strive to create an atmosphere of mutual trust and tolerance in the campus,
- it would not adopt any policy which is either parochial or prejudicial to the interest of an egalitarian society founded on the principles of fair competition and equality of opportunity,
- it is morally responsible to inculcate in the students the spirit of responsible citizenship.
- those who live and work within the campus would be treated as the members of one large family bound together by the trust and mutual obligation.

PART - II

Preamble:

The TempleCity Institute of Technology & Engineering (TITE) strongly believes that the Educational Institutions are temples of learning where teachers are priests and students are flowers. Therefore, the students are required to know, understand and adhere to values and philosophies that revolve around the TITE. Absolute trust and uncompromising ethical values are basic tenets on which its edifice is built. Students joining TITE are expected to understand and internalize these values – called “TITE culture”.

All students enrolled in the programmes offered by TITE shall have to abide by the Code of Conduct of TITE. It expects certain discipline from all students in all matters of conduct – academic, Placement, extracurricular activities associated with TITE, dress, classroom behaviour, behaviour outside the campus, interaction with fellow students, faculty and personnel of the institute. So the general guideline is that student’s conduct should be conducive to harmonious and friendly atmosphere in the campus.

1. CODE OF CONDUCT FOR STUDENTS:

Conduct:

Code of conduct at TITE has been formulated to create an atmosphere of discipline for the students in order to foster an environment conducive for focused learning experience.

2. ACTS OF INDISCIPLINE & MISCONDUCT

Following acts will be considered as misconduct/indiscipline of students:

Level – I:

- (a) Irregular attendance in classes or Advisory/Proctorial Group – Meeting and negligence in attending to the work assigned by the Teachers/advisors/Proctors.

- (b) Going outside the Institute premises for any matter or to meet some visitors without prior permission of the authorities.
- (c) Coming to the Institute without proper dress code prescribed.
- (d) Use of laptops in the classes, examination hall without prior permission of the faculty/authority.
- (e) Use of mobile phones inside class rooms/labs
- (f) Misuse of the facilities provided in the campus and not taking care of the sanitation aspect of the facilities in the campus.

Level – II:

- (g) Repetition of any one type of Level-I act of misconduct/indiscipline.
- (h) Causing or inciting others to cause disturbances in the process of any normal activity of the Institute, Library, Classes, Examination, Meeting or any Formal Function.
- (i) Organizing or encouraging any student for participating in Hartal or agitation or strike or violence or unauthorized demonstration/meeting, mass boycott of class.
- (j) Organizing or participating Political/religious or any other Meetings in the Campus without approval of the appropriate authority of the Institute.
- (k) Impolite or Offensive behaviour or use/show of force against any Member of the Teaching or non-teaching staff or Head of the Institution or any student inside or outside the Campus.
- (l) Causing any damage to the Building or any other property including fixtures and fittings of the institution, including its buses and other vehicles.
- (m) Spreading or causing to spread misleading information, or rumors which may disturb the peaceful atmosphere of the Campus.
- (n) Any act or attempt at bribing or corruption in any manner.

- (o) Disfiguring walls or other surfaces of the Institute Building including compound wall and furniture or other equipments, spitting on wall or verandah.
- (p) Stealing of laboratory articles, books/journals/magazines etc. from library, office furnishing, fruits/flowers from garden inside the campus.
- (q) Gambling in any manner inside the Campus.
- (r) Intoxication of any from, imbibing alcohol or any narcotic or psychothepic substance.
- (s) Cheating, copying or helping another to do so in the examination halls or indulging in any form of malpractice in any examination (internal or BPUT semester) at TITE.
- (t) Breach of rules of TempleCity Institute of Technology & Engineering in any manner as may be notified from time to time.

Level – III:

- (t) Repetition of any one type of Level-II act of misconduct/indiscipline
- (u) Harassment to women (student or staff) in any manner – writing of undesirable posters or letters, teasing of girl/women student(s)/staff and drawing their obscene sketches/pictures in or off the Campus, using any derogatory words in obscene language to the women and making unlawful assembly in the Residential Colony.
- (v) Acts of derogatory remarks or evidence of ill will towards Scheduled Caste, Scheduled Tribe Students and expression of caste bias in any form.
- (w) Arousing Communal, Caste or Regional feelings or creating disaffection among the students.
- (x) Committing forgery, tampering with or misuse of documents, records, identity cards, or impersonation or furnishing of false certificates or false information to the institute.
- (y) Possession or use of alcoholic drinks, dangerous drugs or intoxicants or any other offensive materials, coming to the

campus in inebriated or in intoxicated condition, smoking inside the premises.

- (z) Possession or use of lethal weapons including fire arms, explosive etc. or keeping any such offensive items and deadly weapons any where in the campus.
- (aa) Bringing, harboring or entertaining any stranger of doubtful antecedents or anti-social elements within the premises of the Institute.
- (bb) Locking of campus gates, classroom or labs causing disruption in normal academic functioning.
- (cc) Any kind of ragging in or off the Campus
 - I) Ragging for the purpose of this code, ordinarily means any disorderly conduct of senior student/students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness or indulging in rowdy or indisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension or forcing to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

Any act, conduct or practice by which dominant power or status of senior students have been brought to bear on students freshly enrolled or students who are in any way considered junior by the other students and includes individual or collective act or practices.
 - II) Abetting ragging will also amount to ragging.
- dd) Any act of a student which is prejudicial or detrimental to the interest of the Institute.
- ee) Student convicted by Court of Law with imprisonment for any offence punishable under Indian Penal Code.

ff) **Acts of indiscipline/offences during Examinations**

1. A student found resorting to malpractice (copying etc.) in the examination hall during University Examination as reported by the Invigilator/Supervisor/Squad Member.
2. A student adopting malpractice and showing an indisciplined behaviour in the examination hall.
3. A student found adopting malpractice in more than one papers in a Semester/Special examination.
4. A student adopting malpractice (as defined in earlier clauses) once again in the subsequent semester examinations in spite of the warning issued previously.
5. A student found violating the Examination Code of conduct which includes:
 - Use of programmable calculators, mobile phones (even in switch off mode), document or any electronic devices having memory chips.
 - Leaving the Examination Hall within the first hour from the commencement of the examination.
 - Talking to other examinees in the Examination Hall.
 - Trying to give any help to others or trying to seek any help from others inside or outside the examination Hall.
6. A student indulging in the misconduct in the Examination hall which includes:
 - Using question papers and/or answer scripts for communicating with fellow examinee.
 - Exchange of question papers and answer scripts (with other examinees/outside).
 - Writing answers in question papers.
 - Writing obscene or filthy languages in answer scripts
 - Writing derogatory remarks.
 - Any remarks, requests or irrelevant issues in answer scripts.
7. Any student found man-handling/threatening the officers/staff connected with the examinations (Invigilator, Center Superintendent, Supervisors, Principal, Members of flying squad, etc.)

8. Any student found damaging the property of the staff/officers/institution connected with the examinations.

3.0 **PENALTIES:**

The following penalties may be imposed on the student for any act of indiscipline or misconduct as enumerated at Sl. No.2 taking into consideration the gravity of the misconduct/offence.

3.1 **Minor Penalty:**

- (a) Cancellation of attendance in class
- (b) Suspension from the class
- (c) Suspension from the TITE for less than 7 working days
- (d) **Written Warning:**
This will be noted on the student's permanent record but not on any outgoing student's report or transcript.
- (e) **Special Observation:**
This shall consist of an official warning that one more incident or act of indiscipline might lead to the expulsion of the student from the Institute (It shall find place in the Semester Report so long as the student is under, Special Observation).
- (f) Fine up to Rs.2000/-(minimum Rs.500/-)
- (g) Recovery of pecuniary loss caused to the Institute Property
- (h) Suspension or cancellation of scholarship or any financial assistance from any source.
- (i) Debarring student from representing the Institute in any curricular, sports or extra-curricular activity.

Guidelines for Award of Minor Penalty:

<u>Indiscipline/misconduct</u>	<u>Award of Penalty</u>
Level – I	3.1(a),(b),(c),(d) & (e)
Level – II	3.1(c),(d),(e),(f),(g),(h) & (i)

3.2 **Major Penalty:**

(a) **Temporary Expulsion:**

The student shall be expelled from the Institute for a specific period (more than 7 working days) and required to leave the Institute immediately. This shall be entered in the permanent record and shall find place in the Semester Report. It shall however not be mentioned in the Transcripts of out-going students, issued after readmission.

(b) **Placing on Conduct Probation:**

This shall consist of an Official warning that one more incident of act of indiscipline might lead to the expulsion of the student from the Institute. It shall be noted and find place in the Semester Report so long as the student is on CONDUCT PROBATION.

(c) Imposing fine of a sum exceeding of Rs.2000/- but not more than Rs.10,000/- with or without public apology

(d) **Permanent Expulsion from the Institute:**

The penalty shall be entered in the permanent Record and shall find place in the Semester Report and the Transcript. The student may be debarred from re-admission to the Institute.

(e) Any student convicted by the Court of Law with imprisonment for any offence, punishable under the Indian Penal Code shall be liable for expulsion from the Institute, without further investigation by the Principal/Director after due consultation with the Management.

(f) **Punishment for Acts of indiscipline/offences (Examinations)**

The Principal/Director may take any disciplinary action as deemed fit, including expulsion from college for one year. Even FIR may be filed with police if circumstances so warrant. In case of damages to property, the delinquent student will compensate the damages as assessed by the college. The punishments may be imposed by the Principal/Director in consultation with the Management.

- (g) Penalty involving placement on Conduct Probation, Temporary Expulsion, Permanent Expulsion from the Institute may be imposed by the Principal/Director in consultation with the Management.

3.3 **Guidelines for Award of Major Penalty:**

<u>Indiscipline/misconduct</u>	<u>Award of penalty</u>
Level – II	3.2(a),(b),(c) & (d)
Level –III	3.2(a),(c),(d),(e) (f) & (g)

4.0 **AUTHORITIES FOR MAINTAINING DISCIPLINE & IMPOSING MAJOR & MINOR PENALTIES:**

The following authorities who are responsible for the maintenance of discipline within their respective spheres of operation are competent to exercise Disciplinary Powers.

- (a) The class teacher/Proctor
- (b) Principal/Director

4.1 **The Class Teacher:**

- (a) The Class teacher is empowered to maintain discipline among the students inside a class. In case of indiscipline/misconduct as at Level 2(a), (b), (c), (d), (e), (f) and (g), the class teacher shall have authority to impose any of the penalties mentioned in 3.1(a), 3.1(b) directly without going for any other formalities or enquiry, under intimation to the Principal/Director. However, he shall have authority to recommend the penalties enumerated 3.1(c), 3.1(d), 3.1(e), 3.1(f) to the Principal/Director.
- (b) Against imposition of penalties by the Class Teacher, the aggrieved student can make an appeal to the Principal/Director within 3 days and the decision of the Principal/Director shall be final and binding on him.

4.2 **Proctor:**

The proctor of a particular student shall recommend with specific views any of the minor penalties to the Principal/Director depending on the gravity of the misconduct/indiscipline caused by the student. The decision of the Principal/Director in this regard will be final.

4.3 **Principal/Director:**

- (a) The Principal/Director of the institute shall be responsible for overall maintenance of discipline among the students of the Institute and shall have the authority to impose any of the following penalty (ies)/punishments.
- (i) Written Warning
 - (ii) Fine up to Rs.10,000/-(minimum Rs.500/-)
 - (iii) Suspension from the Institute not exceeding 7 days
 - (iv) Suspension or cancellation of scholarship or any other Financial Assistance for the academic year (Two Semesters)
 - (v) Special Observation
 - (vi) Conduct probation
 - (vii) Approval of the recommendation of the Code of conduct Committee and imposition of minor/major punishments as enumerated at Sl.3.

5.0 **Code of Conduct Committee of the Institute:**

- (a) The Code of Conduct Committee of the Institute shall be constituted by the Principal/Director as follows:
- (i) Registrar – Chairman
 - (ii) Chairman Students Council – Member
 - (iii) The Heads of Departments of Institute (any two) to be nominated by the Principal/Director for each Academic Year – Member
 - (vi) Jr. Administrative Officer – Non-member Secretary to keep record & process

Any two members with the Chairman constitutes quorum for the meeting

- (b) All matters relating to the indiscipline of the institute shall be referred to the said committee for enquiry and investigation.

Such committee shall submit its report with the Principal/Director for taking appropriate disciplinary action at his end within three days from the date of hold the meeting.

- (c) The Principal/Director is authorized to take appropriate decision for imposing both minor & major punishments on the erring student taking into consideration the facts and circumstances of

the case and report of the committee after giving a reasonable opportunity of being heard to the erring student.

In respect of major penalties/punishment the decision of the Principal/Director in consultation with the Management is final.

The erring student may submit his representation to the Principal/Director to review his decision of imposing major punishments.

- 6.0 If an application/representation is made by the aggrieved student relating to imposition of major penalty/punishment, the Principal/Director may review his order of punishment in suitable cases.
- 7.0 The Management of Knowledge Trust has the powers to amend this Code of Conduct for students as and when deemed necessary.

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EXTRACTS OF PROCEEDINGS OF THE BOARD OF TRUSTEES OF KNOWLEDGE TRUST HELD ON 31.07.2011 AT 1.00 PM AT KNOWLEDGE CAMPUS, KHURDA.

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Agenda -8: Amendment of Code of Conduct for TITE students.

The revised Code of Conduct to be abided by the students of TITE is placed before the Board of Trustees for discussion. After thorough discussion, the Board of Trustees unanimously approved the same. This code of Conduct will be implemented with immediate effect.

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Sd/-
Vice-Chairman

Sd/-
Secretary

Sd/-
Trustee